

## **HOUSE PARENT**

**DEFINITION:** Under general supervision, performs work of routine difficulty in providing care and home living for elderly or delinquent children; performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Supervises residents on a daily basis from waking them up in the morning to preparing them for bed in the evening; plans and supervises the activities of the residents; ensures that daily structured schedule is followed and enforces policies and regulations; conducts the intake process for new referrals; assists residents with personal hygiene or daily living skills; monitors and supervises residents in daily chores, such as cooking, cleaning and housekeeping; documents and maintains progress reports on residents; ensures a safe, sanitary, and healthy environment for residents.

Promotes responsibility and independence of residents; implements behavior management, as needed; provides crisis intervention and conflict resolution to resolve matters among residents; may provide basic counseling; transports residents on recreational excursions, to school, medical appointments and home visits; schedules appointments for residents; assures that residents are provided medical care and administers medication as prescribed.

Facilitates structured sessions with residents; provides home management skills, and tutoring; prepares required reports; attends workshops, training, conferences, and meetings; serves as a role model/mentor to assigned residents; develops weekly meal menu; responsible for grocery shopping; may prepare meals for residents.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the principles and practices of behavioral management application of consequences and rewards.

Knowledge of occupational safety and health rules and regulations.

Knowledge of personal hygiene and care.

Skill in administering behavior management.

Skill in assessing the emotional state of elders and youth and determine what needs they may have.

Skill in evaluating data, analyzing, and drawing valid conclusions.

Skill in serving as a mentor.

Skill in communicating effectively orally and in writing.

Ability to provide instructions for recreational and/or planned activities.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves physical effort in overseeing elderly and delinquent youth.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED; a Certified Nursing Assistant Certificate; and two (2) years of experience in a group home or similar setting; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

THE NAVAJO NATION

Class Code: 3773  
Community Education and Counseling Series  
Residential Service Group  
Overtime Code: Non-Exempt  
Pay Grade: 58

### **HOUSE PARENT**

**SPECIAL REQUIREMENTS:** Possession of a valid state driver's license and a Navajo Nation Vehicle Operator's Permit. Must obtain within 90 days of employment: a Cardiopulmonary Resuscitation (CPR) Certificate, a First Responder Certificate, and a Food Handler's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.